

COMPENSATION BOARD DOCKET #13/12

June 19, 2013

EMPLOYEE RECOGNITION
NONE.

307-13-12: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RADFORD CITY	SHERIFF	<p>At its May, 2013 meeting, the Compensation Board deferred action on this request pending action by the Virginia Sheriffs' Institute on June 12, 2013 to consider the training program submitted by the Sheriff as meeting the CDP 8 hour lawful employment training requirement.</p> <p>FY14 5/10/13- Officer requests reconsideration of the FY14 Budget and removal of his CDP salary supplement. He was scheduled to attend the Lawful employment class on December 12, 2013 but had a death in his family and did not attend. As a part of annual training, his deputy Rich Schumaker completed the following course on November 19, 2012: Employment Law Essentials for Supervisors and Managers. This class has been submitted to the Board of the Virginia Sheriffs' Institute for consideration of approval for meeting the 8 hour lawful employment training requirement.</p> <p>6/13/13 - The Virginia Sheriffs' Institute considered this training program and determined it does not meet the 8 hour Lawful Employment training requirement.</p>	-0-	<p>The Compensation Board did not approve the officer's request for reconsideration, as the submitted training did not meet the 8 hour lawful employment training requirement. The Board noted that the officer attended the Compensation Board-sponsored lawful employment training program in April, 2013, and will therefore meet the training requirement to recertify eligibility for the program in January, 2014 as long as all other accreditation program criteria are maintained.</p>

307-13-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALBEMARLE	SHERIFF	<p>FY 14 6-11-13 Officer requests reconsideration of the position reallocation policy and the potential reduction of 2 permanent court services deputy positions.</p> <p>Officer states the workload has been generally the same or slightly higher in some areas of the county over the past 6 years. Albemarle County is 724 square miles. The Sheriff has travelled with his deputies serving process and in some cases they travel in excess of 40 minutes in one direction to serve a single paper. Unlike dense urban populations, theirs is spread out to the point where they end up going into remote mountain areas and sometimes fording creeks to reach clients. On a weekly basis deputies have to park at gate entrances and walk over a mile to serve process. They have a difficult time serving an average of 3 papers per hour under the staffing standard for localities with populations under 100,000. . In order to accomplish this they send bailiffs into the field as soon as any court is done to serve process and use volunteer reserve deputies to operate metal detectors as much as they can.</p> <p>The Sheriff states that reducing their workforce by two positions due to the population exceeding 100,000 and a change from 3 papers per hour to 5 papers per hour under the staffing standard would be a challenge that he would not welcome. He requests that the Compensation Board reconsider the recommended reductions. Officer also stated that the County population continues to grow and they need more deputies, not less.</p>	-0-	The Compensation Board deferred action on this request pending additional review and analysis.

307-13-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRUNSWICK COUNTY	SHERIFF	<p>FY14 6-11-13 Officer requests reconsideration of the position reallocation policy and the potential reduction of 1 Law Enforcement and 1 Court Services deputy position.</p> <p>Officer states that the Law Enforcement positions are based on population, which has dropped drastically since the closing of the Brunswick Correctional Center, where the inmates were previously counted in the Census. The staffing standards reflect that he is in excess by 1.4 Law Enforcement deputy positions. He also stated that Court Services workload dropped over recent years because of the Jail closing. The Staffing Standards reflect that he is in excess by 0.80 Court Services deputy positions.</p> <p>The Sheriff's concern is with the two separate components being merged together, adding 1.4 and 0.8 to reflect a potential reduction of 2.2 staff positions. Officer respectfully requests that the Compensation Board not add the Court Services and Law Enforcement excesses together as they are not added together when being funded.</p>	-0-	The Compensation Board deferred action on this request pending additional review and analysis.
HAMPTON ROADS REGIONAL JAIL	SUPERINTENDENT	<p>6-7-13 Officer request to remove the regrade by law increase from James Lawson position #00008. The deputy was regraded from a C7 at \$28,234 to C8 at \$30,863 effective December 1, 2012. However, the deputy's current local salary is \$30,359.</p> <p>Officer states that Mr. Lawson has not met the qualifications for the pay increase as a Certified Jail Officer, and they have received an exception from DCJS because his training requirements have exceeded one year.</p> <p>Officer requests to defer the application of the regrade until the officer achieves his certification upon completion of training requirements.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

717-13-12: DIRECTORS OF FINANCE
NONE.

772-13-12: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRY COUNTY	COMMONWEALTH'S ATTORNEY	6-12-2013 Officer requests to transfer base Temporary Funds of \$5,550 to fund Internal Salary Adjustments for position 4 currently AAll at \$31,778 to be AAll at \$34,956 and position 10 currently SEC at \$23,723 to be SEC at \$26,095 . This is a 10% salary increase for each position. The new salaries will be effective June 1, 2013. Officer acknowledges that due to budget reductions he currently has 1 unfunded authorized position, and states his understanding that taking action to move base temporary and/or office expense funds to salaries of existing personnel may significantly reduce officer's options in dealing with any potential future funding reductions without impacting salaries of permanent staff. Such base transfers may also prevent future full restoration of recently reduced staff positions should a legislative decision be made in the future to restore reduced funding.	-0-	The Compensation Board approved a transfer of \$5,550 from base Temporary Funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Temporary budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Amount Approved	Pro-Rate
089	772	Henry County	06/12/13	Temporary	AAll	pos. 00004	31,778.00	34,956.00	3,178.00	264.83
089	772	Henry County	06/12/13	Temporary	SEC	pos. 00010	23,723.00	26,095.00	2,372.00	197.67
		Totals						61,051.00	5,550.00	462.50

771-13-12: COMMISSIONERS OF THE REVENUE
NONE.

774-13-12: TREASURERS
NONE.

773-13-12: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RICHMOND CITY	CIRCUIT COURT CLERK	<p>6-12-2013 FY14 Officer requests an exception to Compensation Board salary increase policy limits of 10% and 15% for the positions listed below who are being promoted to upper management responsibilities.</p> <p>Effective July 1, a salary change to position 00003 and effective August 1 a salary change to position 00001 will generate enough Turnover Funds at \$71,766 to fund Internal Salary Adjustments and Class Role Changes within policy to 11 positions. Exception is requested for three additional positions listed below.</p> <p>Effective July 1, 2013, Officer requests to increase the salary of pos. 00009 currently CDC 3 at \$83,589 to be CDC 3 at \$93,589. Cost to increase at \$10,000. This a 11.96% salary increase. Officer also requests to increase the salary of pos. 00031 currently CDCI at \$54,658 to be CDCI at \$64,658. Cost to increase at \$10,000. This a 18.30% salary increase.</p> <p>Effective August 1, 2013, Officer requests to increase the salary of pos. 00040; currently DCII at \$37,686 to be CDCI at 51,588. Cost to increase at \$13,902. This is a 36.89% salary increase.</p> <p>Effective July 1, 2013 and August 1, 2013, the city annual salaries will equal the requested salaries. NOTE: This locality keeps all Fees and pays all Expenses.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

Effective July 1, 2013

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Salary Requested	Amount Approved	Pro-Rate
760	773	Richmond City	06/13/13	Turnover	CDC 3	pos. 00009	83,589.00	93,589.00	10,000.00	10,000.00
760	773	Richmond City	06/13/13	Turnover	CDCII	pos. 00031	54,658.00	64,658.00	10,000.00	10,000.00
		Totals					138,247.00	158,247.00	20,000.00	20,000.00

Effective August 1, 2013

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Salary Requested	Amount Approved	Pro-Rate
760	773	Richmond City	06/13/13	Turnover	CDCI	pos. 00040	37,686.00	51,588.00	13,902.00	12,743.50
		Totals					37,686.00	51,588.00	13,902.00	12,743.50

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #13/11	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday July 24, 2013 at 11:00 a.m. and Wednesday August 22, 2013 at 11:00 a.m.	N/A	Approved.
3.	FY13 TECHNOLOGY TRUST FUND COLLECTIONS & PROJECTIONS	COMPENSATION BOARD	<p>FY13 year-to-date collections for July – May totaled \$7,952,211.20, an increase of 12.34% over the same period in FY12.</p> <p>Expenditures: FY13 year-to-date Clerk's expenditures through 6/11/13, totaled \$4,221,454.56 or 63.57% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY13 TTF total collections would be approximately \$8.67 million, an increase of 13.38% over FY12 collections.</p> <p>If the number of recordings falls 10% over the remainder of FY13, total collections for FY13 would be \$8.60 million, an increase of 12.44% over FY12 collections.</p>	N/A	Noted.
4.	FINES & FEES FORMS	COMPENSATION BOARD	Staff presents for Board review Fines and Fees materials, including a Collections Form, Election of Collections Method Form, and Policy Statement, to be sent to Commonwealth's Attorneys and Circuit Court Clerks for FY13 assessment and collection of court delinquent fines and fees. Staff also presents new guidelines prepared by the Supreme Court in conjunction with Compensation Board staff, office of the Attorney General, and the Department of Taxation.	N/A	Approved.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #13/12
June 19, 2013**

NO CLOSED MEETING

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ seconded the motion).**

- Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

H A N D C A R R Y

COMPENSATION BOARD DOCKET #13/12

June 19, 2013

EMPLOYEE RECOGNITION

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CENTRAL VIRGINIA REGIONAL JAIL	REGIONAL JAIL	<p>On June 17, 2017, the Executive Secretary received an email from Carol Perkins, LIDS Technician and member of the LIDS Advisory regarding Anne Wilmoth and the quality of the recently concluded LIDS Conference. She states:</p> <p>"I don't believe I have attended a more informative conference. Each session was well organized and the presentation on each was excellent. I have been a LIDS Technician since LIDS went active. I have attended each LIDS Conference that has been held. I can say this was the best conference that I have attended. I can't express what a difference Anne's input has made. The effort and pride that she takes in any of her work is quite astonishing. It will not be the same without her when she retires. As her supervisor I wanted to let you know that she truly went above and beyond to make this conference a success as she does with any task put before her."</p>	-0-	The Compensation Board wishes to thank the LIDS Technician for her kind remarks.

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WESTERN VIRGINIA REGIONAL JAIL	REGIONAL JAIL	<p>On June 18, 2017, the Executive Secretary received an email from Debbie Hamlet, LIDS Technician and member of the LIDS Advisory Committee regarding Anne Wilmoth and the quality of the recently concluded LIDS Conference. She states:</p> <p>'I just wanted to say thank you for your help in making the LIDS conference not only happen but a success!!! I would also like to give kudos to Anne; she did an outstanding job of putting the conference together. Between scheduling the speakers, booking the hotel rooms, arranging the meals, producing handouts, AND staying on top of the LIDS/CORIS project, I don't see how she did it all and kept a smile on her face! I'm sure you know this already, but she is one of the smartest and most helpful individuals that I have had the pleasure of working with in my 21 years in corrections. There is no doubt that there never be another Anne, and I don't look forward to her retirement.'</p>	-0-	The Compensation Board wishes to thank the LIDS Technician for her kind remarks.

307-13-12: SHERIFFS & REGIONAL JAILS
NONE.

772-13-12: COMMONWEALTH'S ATTORNEYS
NONE.

771-13-12: COMMISSIONERS OF THE REVENUE
NONE.

774-13-12: TREASURERS
NONE.

773-13-12: CIRCUIT COURT CLERKS
NONE.

OTHER MATTERS
NONE.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board
Date: June 19, 2013
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Frank Drew, Chairman (present)
Craig Burns, ex-officio member (absent)
Martha Mavredes, ex-officio member (present)

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